

State of Montana
Department of Public Health and Human Services
PO Box 4210 Helena, MT 59604

VACANCY ANNOUNCEMENT

October 31, 2007

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TITLE:	Social Services Aide/Driver
POSITION NO:	13061
LOCATION:	Disability Services Division, Billings
STATUS:	Part-Time/Permanent (less than 20 hrs/wk)
UNION:	Non
PAY GRADE:	Pay Plan 20, Pay Band 2
STARTING SALARY:	\$7.37 hourly is entry-level salary.
SUPPLEMENT:	No

APPLICATION DEADLINE: State of Montana Applications can be submitted to any local Job Service or Human Resources- DPHHS, PO Box 4210 (111 Sanders, Room 202), Helena, MT. Applications may also be emailed to hhsea@mt.gov or faxed (406) 444-0262. Applications must be received or postmarked if mailed no later than **5:00 p.m., Thursday, November 15, 2007.** For further information visit the DPHHS website: www.dphhs.mt.gov/jobs

SPECIAL INFORMATION: If you are granted an interview, please bring a photocopy of your driving record from the Department of Motor Vehicles to your interview. This position may require use of a personal car. This part-time position demands responsive drivers that are part of an aggregate pool of drivers who will provide services for Blind and Low Vision Services personnel as needed. This position is less than 20 hours per week. This position will cover Billings and the surrounding area.

CRIMINAL RECORDS AND CHILD PROTECTIVE SERVICES BACKGROUND CHECK: All successful applicants will be required to sign a release form, which authorizes the department to conduct a criminal record review to determine whether the applicant has been convicted of any criminal acts that are directly related to the responsibilities of the prospective job.

TYPICAL DUTIES: This part-time position provides transportation of visually impaired staff members of Blind and Low Vision Services traveling to client homes and meetings in a multi-county area. Provide reader and sighted guide services for staff members. May require lifting and carrying of equipment. May require use of personal car.

KNOWLEDGE, SKILLS AND ABILITIES (COMPETENCIES) DESIRED:

Knowledge: Knowledge of Montana motor vehicle laws; safe vehicle operation; and streets and roads in Billings and surrounding communities.

Skills: Appropriate driving skills and exemplary driving record; and in reading clearly and accurately.

Abilities: Ability to follow written and verbal instructions; provide accurate verbal descriptions; process simple forms, time sheets, travel claims, etc.; sit and drive for long periods of time; lift up to 50 pounds; and to read printed material.

EDUCATION/EXPERIENCE REQUIRED: Valid Montana Driver's License and exemplary driving record.

APPLICATION AND SELECTION PROCESS: This position is being advertised outside the agency and in-house applicants must compete with the outside applicant pool. Interested persons must submit the following prior to the closing date to be considered:

1. Signed state application (PD-25, Rev. 5/03 or later);
2. Applicants claiming the **Veteran's or Disabled Person's Employment Preference** (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or PHHS Certification of Disability form;
3. Valid Montana Driver's License; and
4. Photocopy of your driver's record from the Department of Motor Vehicles to be brought to interview (if granted).

Applications will be rejected for late, incomplete or unsigned application materials.

COMPENSATION: Eligible state employees are also provided paid health, dental, vision and life insurance. Other benefits including a deferred compensation program, public employees retirement system, annual leave, sick leave, paid holidays and up to 15 days military leave with full pay.

IMMIGRATION REFORM AND CONTROL ACT: In accordance with the Immigration Reform and Control Act, the person selected must produce **within three (3) days of hire** documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D., a U.S. passport or a green card.

REASONABLE ACCOMMODATIONS: Under state and federal law, qualified applicants with disabilities are entitled to

reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. Alternative accessible formats of this document will be provided upon request. An applicant must request an accommodation when needed. If you need any such accommodation, contact Human Resources at 444-3136 as soon as possible to allow time to make needed arrangements.

SELECTIVE SERVICE COMPLIANCE CERTIFICATION: All male applicants (born on or after January 1, 1960) must complete a copy of 'Statement of Selective Service Registration Status' if offered a position with the State of Montana, unless they meet certain exemptions under Selective Service law. If you are required to register, but fail to do so, you are not eligible for employment with the State of Montana.